



DEPARTMENT OF THE NAVY

United States Naval Support Activity

Human Resources Office, Naples

La Maddalena Branch

PSC816

FPO AE 09612-0059

VACANCY ANNOUNCEMENT: 005-06/OR

OPENING DATE: Jan 1, 2006

CLOSING DATE: Dec 31, 2006

POSITION: Recreation Aid, NF-0189-01 (Veterinary Clinic)

SALARY: \$ 5.15 – \$13.42 per hour

LOCATION: U.S. Naval Support Activity

MWR-Veterinary Clinic

La Maddalena, Sardinia, Italy

WORK SCHEDULE: Flexible

AREA OF CONSIDERATION:

Appointable U.S. citizens residing in the La Maddalena and Northern Sardinia area. Applicants will be considered in priority order in accordance with governing regulations concerning Spouse, Veteran and Other Dependent preference. Non-Dependent and Non-Veterans will be considered only in the absence of qualified Dependents or Veterans.

DUTIES:

Maintains control over the daily operational and administrative functions of the Veterinary Services section. These include: scheduling appointments, maintaining patient records, organizing patient files, managing check-in and processing of patients, answering personal and telephone queries, and other administrative procedures. Maintain control of a change fund for the specific purpose of collecting fees and charge in payment for veterinary services and retail merchandise. Order and stock all retail merchandise for sale to patrons. Maintain positive customer relations while providing programs and services. Performs basic general housekeeping functions to keep the Veterinary Services section spaces clean, neat, and orderly.

QUALIFICATION REQUIREMENTS:

Six (6) months of general experience, which demonstrates the applicant's ability to perform the work of this position or one (1) year education above high school with course(s) related to the occupation.

HOW TO APPLY:

Application packages can be picked up at the Human Resources Office Monday through Friday from 8:00 to 15:30

**PLEASE SEE THE VACANCY ANNOUNCEMENT COVERSHEET TO SEE HOW TO APPLY
AND REQUIRED DOCUMENTS.**

DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY EMPLOYER

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